

## CLAIMS

### WHAT IS CLAIMED IS:

1           1.     A method of transferring information from a resume to a database,

2     comprising:

3                 a)     inputting a resume into memory, said resume having a plurality  
4     of resume contents;

5                 b)     inputting a template into memory, said template having a  
6     predetermined number of unique keywords and a predetermined number of  
7     unique fieldnames associated with each keyword;

8                 c)     normalizing the resume by using the template to associate each  
9     resume content with a fieldname, thereby creating a plurality of normalized  
10    resume contents; and

11                d)     automatically transferring each normalized resume content to a  
12    data field within a database in which said data field is identified by a  
13    fieldname which matches the fieldname of the normalized resume content;

1           2.     The method of claim 1 in which at least one keyword matches a  
2     sequence of characters contained within a resume heading.

1           3.     The method of claim 1 in which at least one keyword matches a  
2     sequence of characters contained within at least one resume content.

1           4.     The method of claim 1 in which the resume is in a language other than  
2     English.

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